

Missouri Child Care Grant Application

Change Transmittals

Date	Section(s) affected	Instructions
		On-line changes will be indicated in bold.
04/05/06	Contractual Requirements	Grant Requirements was duplicated in original printable copy and Contractual Requirements was omitted. Replace previous printed pages 18-21 with pages 18-20 from this version.
04/05/06	4) Program Budget	Added description and formula's to area requiring calculations if done in paper copy. Replace previous page 33-34 with pages 33-34 from this version.
The RFA was revised by Amendment #001 on April 13, 2006.		
04/13/06	Frequently Asked Questions: #15	Answer was reworded for better clarification on both the on-line and paper applications. Replace previous page 8 with current page 8.
04/13/06	2) Cost	There should be asterisks at Year 1, Year 2 & Year 3 on both the on-line and paper applications to indicate that these fields are mandatory. Replace previous page 29 with current page 29.
04/13/06	3) Funding Budget (Year 1)	The printed application only has nine (9) fields for entry in each category, but there should be ten (10) each since ten (10) entries are allowed on the on-line application. Replace previous pages 30-33 with current 30-33, only if you need the additional 10th space to list items.
04/13/06	4) Program Budget	The printed application only has nine (9) fields for entry in each category, but there should be ten (10) each since ten (10) entries are allowed on the on-line application. At the end of the Program Budget page, remove "(Equal to or less than the Program Income total.)" Replace previous pages 34-37 with current 34-37, only if you need the additional 10th space to list items.
04/13/06	6) Program Information	At "Indicate current facility type" drop down box on paper application and on-line application, add "Licensed Family Child Care Home" option under "Group Child Care Home". Replace previous pages 39-41 with current pages 39-41.

Missouri Child Care Grant Application

This site constitutes a request for competitive, sealed applications for the Start Up or Expansion of a child care facility for children ages birth through 24 months.

Read the "Automation Instructions", "Frequently Asked Questions", "Introduction and Background", "Grant Requirements", "Funding Allocations", "Contractual Requirements", and "Terms and Conditions" sections in their entirety to ensure that you are eligible to apply for funding from this grant and then click the box on the last page of the "Terms and Conditions" page to indicate that you agree to the terms and conditions. If you do not indicate agreement with the terms and conditions, you will not be able to register and complete an on-line application. Once you have indicated agreement with the terms and conditions, complete and submit the "User Registration" page.

It is intended that potential applicants print the Request for Application (RFA) in its entirety to fill out and use as a worksheet to complete the on-line version. (See the "Automation Instructions" for instructions regarding printing this application.) This will ensure that you have gathered all required information before you begin.

[Printable Version of 2006-2007 Child Care Grant Application](#)



63 pages

"The RFA was revised by Amendment #001 on April 13, 2006. Please download the printable version and verify you have the most recent version of the RFA before you continue. Note: This revision did effect the the electronic application"

If you are not submitting a response to the RFA electronically, applications must be delivered or mailed to the following address:

Children's Division
Contract Management Unit
615 Howerton Court
P.O. Box 88
Jefferson City, Missouri 65102

Do you need help writing a response for this RFA? Click on any of these links to find help in your area:

www.moccrn.org/

www.dss.mo.gov/cd/early/educare.htm

www.mofact.org/partners/index.htm

Issue Date: March 31, 2006

Anticipated Contract Award Notification Date: July 3, 2006

**Application Submissions Deadline:
Friday, April 28, 2006 at 3:00:00 PM**

Pre-Application Conference: A pre-application conference regarding this Request for Application (RFA) will be held on April 12, 2006 at 9:00 a.m., in Room 492 of the Harry S. Truman Building, 301 W. High Street, Jefferson City, MO 65101.

All potential applicants are encouraged to attend this conference in order to ask questions about and provide comments regarding the RFA. Attendance is not required in order to submit a response; however, applicants are encouraged to attend because information relating to this RFA will be discussed in detail. Potential applicants should bring a copy of the RFA with them because it will be used as the agenda for the pre-application conference.

Applicants may submit questions regarding the RFA prior to the Pre-Application Conference to allow time for the Children's Division to prepare answers. However, the applicant should restate each question for verbal response during the Pre-Application Conference. Only those questions/answers which necessitate changes to the RFA will be included in an amendment, if any.

Applicants are strongly encouraged to advise the Children's Division within five (5) working days of the scheduled pre-

application conference of any special accommodations needed for personnel with disabilities who will be attending the conference so that these accommodations can be made.

Contact the DSS helpdesk at (800) 663-2647 to submit questions concerning the RFA prior to the pre-application conference, to request special accommodations for the personnel with disabilities at the pre-application conference, to submit questions regarding the RFA during your application process, and to submit questions or report problems with your user id, password, and/or website malfunction. Be sure to refer to the Child Care Grant.

Applicants are advised that any questions received less than five (5) calendar days prior to the RFA submission deadline may not be answered.

Automation Instructions

The following paragraphs contain instructions, descriptions, and examples applicable to the proper functioning of the Missouri Child Care Grant on-line application. Read these carefully before you begin the on-line application process.

Browser - A browser is a program that provides a way for you to look at and interact with information on the World Wide Web (www). There are many types of browsers available, with the most popular being Microsoft Internet Explorer®, Netscape Navigator®, and Mozilla Firefox®. Other examples of browsers are Opera(TM), Safari(TM) (for Apple Computers®), Neoplanet®, and Crazy Browser, although there are others as well.

Browser Support - The on-line Child Care Grant application was designed to work in Internet Explorer® version 6.2 with resolution set to 1024X768. However, it is not possible to test this on-line application in all possible browsers, and it is possible that the on-line application will not function properly if you are using a browser other than Internet Explorer® 6.2. Therefore, if you are using a browser other than Internet Explorer® version 6.2 have problems with this on-line application, we recommend that you download, install, and access this application using Internet Explorer® version 6.2, which can be downloaded at no charge from www.microsoft.com/windows/ie/downloads/default.mspx.

Download – In this application, download means to request software (such as Internet Explorer® version 6.2) from a web page on another computer and receive and install it on your computer. After you access a hyperlink (see the definition for this term below) associated with a software download within the on-line application, you will be taken to the appropriate web site where you should follow the instructions provided by the software developer for downloading the software that you require.

Imposed Restrictions - Some E-mail providers, such as America Online® (AOL®), impose restrictions on E-mail delivery. To ensure you properly receive your on-line grant application registration and submission confirmation E-mails, add ITSD.RSGrant@dss.mo.gov to your E-mail Address Book. (Do NOT reply to the confirmation E-mails. They are only for the purpose of sending you confirmation of registration and temporary password and submission of your on-line application.)

Add an E-mail Address to Your Address Book – There are many different E-mail providers available to potential applicants. Therefore, you should consult your individual E-mail provider for instructions that explain how to add an E-mail address to your address book.

Adobe® Acrobat® Reader® – You must use this program in order to open and print the printable version of the on-line Child Care Grant application. If you do not already have this program installed on your computer, you may download a free copy at www.adobe.com/products/acrobat/readstep2.html.

Hyperlinks – Hyperlinks are used throughout this on-line application to provide you with direct linkage to a destination on the World Wide Web using that website's URL (Uniform Resource Locator) (also known as "web address"). These hyperlinks are designated in blue and are bolded and underlined, such as www.dss.mo.gov/cd/index.htm, which is the URL, or web address, for the State of Missouri Department of Social Services, Children's Division's website. If you click on any of these hyperlinks, your browser will take you directly to the website associated with that hyperlink, and the website page will open in a window that is separate from the one that contains the Child Care Grant application. When you have finished reviewing the information at the website to which you have been taken, close the website by clicking on the X in the top right corner of your screen or access "File" and then "Close" from your browser's toolbar and the Child Care Grant on-line application will re-display. Once you have accessed a web site via a hyperlink, the color of the hyperlink within the on-line application will change to pink. The 20-minute timeout limit (see the "Timeout" paragraph regarding this) still applies while you are browsing other websites. If you have any problems, close your browser completely, open a new browser window, and log back into the application.

Worksheet - It is recommended that you print a copy of the on-line Child Care Grant application in its entirety, review it to determine what information you need to gather before you begin the application process, and complete a draft version of the on-line application (using the printed copy of the on-line application as a worksheet) before you attempt to complete the on-line version of the application.

Printing – In order to be able to print, you must have a printer connected to the computer that you are using and installed and selected that printer to print to. If you need help with this, you should consult your computer and/or printer manual(s).

To print a copy of the on-line application prior to gathering necessary information and entering data into the on-line application, select "Print A Copy of Application" on the Missouri Child Care Grant on-line application home page.

Once you have completed the on-line application and are ready to submit it, you may print a copy of the individual

sections of the application with all of the responses that you have entered and saved. Select the section (1-14) that you wish to print from the navigation bar to the left of the screen. On the "Funding Budget" and "Program Budget" pages your descriptions will not be viewable except on the update or delete pages, but when you print the main page those descriptions will also print. On the "Collaboration", "Personnel" and "Proposed Personnel" pages, select each entry from your list and print it individually from the update page (you will see the "Print this page" button at the bottom of the page). You may print other individual sections of your completed on-line application in one of two ways:

- Select "File" from the tool bar, select either "Print" or "Print Preview", and then select "Print" from either function to print a copy of your application.
- Select the "Print" button that appears at the bottom of the particular section page that you wish to print.

Frequently Asked Questions (FAQ) - This section has been developed to help answer questions you may have as you are working through this application. Use the "Frequently Asked Questions – FAQ" navigation button located on the left side of the screen to access a complete list of Frequently Asked Questions.

* - Indicates a required field. You must enter the requested data. Do not skip any required fields.

Submit - There are three SUBMIT buttons in this application.

- The first SUBMIT button is located on the "User Registration" page. Select this button to submit your request to file an on-line Child Care Grant application.
- The second SUBMIT button is located on the "Change Password" page. Select this button after you have entered and confirmed your new password.
- The third SUBMIT button is located on the final page of the on-line Child Care Grant application. Select this button when you have completed your application and wish to submit it for inclusion in the review and evaluation process. Selecting this "Submit" button accomplishes two things: (1) It compares your "Funding Budget" to your "Amount Requested" and verifies whether they are equal or not and (2) time stamps your application submission in the DSS database. It WILL NOT verify that you have filled in all required fields. You should print and review all pages against the list on the "Submit" page and visually check your on-line application to ensure that it is complete and that you have answered all required fields. You must complete, save, and submit your application and exit the Missouri Child Care Grant program prior to the application submission deadline of 3:00 p.m., April 28, 2006. Any information that has not been saved and submitted at this time will not be saved and will not be included in your application. If your application has unanswered required fields after the submission deadline date and time, it will be marked as "Non-Responsive" and eliminated from consideration for funding.

Eligibility and User Registration – Read the "Introduction & Background", "Grant Requirements", "Funding Allocations", "General Contractual Requirements", and "Terms and Conditions" sections in their entirety to ensure that you are eligible to apply for funding from this grant and then click the box on the last page of the "Terms and Conditions" page to indicate that you agree to the terms and conditions. If you do not indicate agreement with the terms and conditions, you will not be able to register and complete an on-line application. Once you have indicated agreement with the terms and conditions, complete and submit the "User Registration" page.

User ID – This is the E-mail address that you enter on the "User Registration" page. You will use your User ID and Password to logon to the on-line application.

Password – When you have completed and submitted the "User Registration" page, you will receive a confirmation E-mail verifying your successful registration and providing you with a temporary password that you may use to access the on-line application. However, you may wish to change this password to something that is easier for you to remember. You do this by selecting "Change Password" below the navigation bar on the left side of the screen. Enter your user id (E-mail address) and tax id and enter your new password. (You will be required to enter your new password twice to ensure that you have entered it correctly.) Your new password must consist of at least six characters, consisting of any combination of either upper or lower case letters and numbers. Your password is case sensitive, meaning that you must always enter your password the same way. That is, if you used all lower case letters (for example, abcdef) when you set your password, you must always enter your password using lower case letters. The same would be true for all upper case (for example, ABCDEF) and a mixed combination of upper and lower case letters (for example, ABCdef). You may change your password as many times as you wish or as is necessary. However, you should maintain a record of each new password that you set so that you have something to refer to in case you forget your password.

Save - A "SAVE" button is located at the bottom of each page on which you are required to enter data. Click the "SAVE"

button to save your entries before you move to another page. If you do not do this before you leave the page on which you have been entering data, the data that you entered on that page will be lost. You may save a page as often as you like and return to the application and individual pages to make additions or corrections until the application submission deadline of 3:00 p.m., April 28, 2006. You must complete, save, and submit your application and exit the Missouri Child Care Grant on-line application prior to the application submission deadline of 3:00 p.m., April 28, 2006. Any information that has not been saved and submitted at this time will not be saved and will not be included in your application.

Proceed to – After you save information on a page of the on-line application, you will be returned to that page so that you may review and change, if necessary, the information that you entered. If you make any change, you will need to save the page again. Once you have saved the page, you may select the "Print this page" button to print your responses. To move to the next section of the application click on the "Proceed to" hyperlink at the bottom of the page.

Order - It is recommended that you complete the numbered sections (1-14 on the navigation bar) of the Child Care Grant on-line application in numerical order.

As soon as you have completed the "User Registration" page, complete the "Organization Information" (section 1) page. (Do not close the "Organization Information" page by using the X in the upper right corner of your computer screen because using this will corrupt the way your data is kept and tracked in the database.)

Complete the "Cost" page (section 2) before completing the "Funding Budget (Year 1)" (section 3) or "Program Budget" pages (section 4). The reason for this is that some fields on the "Funding Budget (Year 1)" and "Program Budget" pages will be pre-populated with data you entered on the "Cost" page. If you modify the "Cost" page at a later time, you must also modify the "Funding Budget" and "Program Budget" pages.

You may complete individual sections of the on-line application and save your entries and then return to those sections to edit them and save your changes, even after you have submitted the application, until the deadline for submission of the RFA. If you are working on your application at the submission deadline time, you will be locked out of the application and your modifications will not be saved or submitted for consideration. You must complete, save, and submit your application, and exit the on-line application by 3:00 p.m., April 28, 2006.

Time-Out - For security reasons, you will not be able to leave the on-line application open longer than 20 minutes without a key stroke of some kind occurring or the application will time-out, meaning that any information you have entered and not saved will be lost. Always save your work and close your application before leaving your computer. If your computer times-out, you must log in again in order to regain access to the application and you will have to re-enter any information that was not saved.

Error Message – If you receive a "Page Can't Be Found" error message, close your browser by clicking the X in the upper right-hand corner of your screen or select "File" and then "Close" from the left-hand corner of the toolbar. Logout of your browser and then restart it. Once the browser has been restarted, you may return to the Child Care Grant on-line application website and continue to make entries into your application. If you receive the error message again after you have completed this process, contact the DSS helpdesk at 1-800-663-2647, refer to the Child Care Grant, and advise them of the problem.

Click/Select – These terms are used interchangeably throughout the on-line application and instructions. When you are directed to "click" or "select" a function, such as "Click the Save button" or "Select either Yes or No", this means that you are to use your mouse to move the cursor to the indicated area and push down on the button on the left side of the mouse. This will cause the desired action to occur, such as marking a "Yes or No" field or saving data that you have entered.

Cut/Copy & Paste – Many of the pages of the on-line application require that you enter narrative descriptions. You will be restricted to a maximum number of characters (to include spaces) at each of these narrative entry fields. (The maximum characters allowed will be displayed at each narrative entry field, for example, "Maximum 1995 characters.") While it is perfectly acceptable for you to enter the narrative description directly into the on-line application, it is also acceptable to create the narrative in a word processing program and then cut or copy it and paste it into the narrative field on the on-line application. However, if the narrative that you cut/copy and paste exceeds the maximum allowable characters for that particular field, the part of the narrative that you are pasting into the field which exceeds the maximum will not be pasted into the narrative field. If this happens, you will receive a message that advises you of this so that you may revise your narrative to fit the parameters of the field.

Dollar Amounts - Do NOT enter dollar signs (\$) or commas when entering dollar amounts.

Boxes/Bubbles – There are places within the on-line application where you are required to check a box or mark a bubble to indicate your response. When your cursor is on this box or bubble, you may add the check to the box or mark the bubble by hitting the space bar on your keyboard one time or by pressing the left button on your mouse.

Dropdown Boxes - Dropdown boxes are used throughout the application when there is a list of options to choose from to answer a specific question. The dropdown box will contain a command to "Select One" and a downward facing arrow. Place your cursor on the arrow and click it and the list will display. Move your cursor to the item in the list that you want

and click the left button on your mouse to select the item.

Example of dropdown box - 

Frequently Asked Questions (FAQ)

1. What age range of children can be served with this grant?

The awarded applicant shall serve children age birth through 24 months.

2. Is there a set cost or an average cost per child determined appropriate by the state agency, and is there any "magic" number that would make an application better?

No. The state agency is relying on the applicant to apply for the amount that will best fit the applicant's plan to provide these child care services. The applicant is advised to ensure they do not apply for an amount beyond the maximum allowable amount for the number of slots the applicant is indicating they will provide.

3. How much of the grant can be used for construction?

While there is no limit to the amount of money used for construction purposes, this funding can only be utilized for minor remodeling to improve the quality of care and/or to meet licensing or accreditation requirements. This funding cannot be utilized to construct outside walls or a new building. In addition this funding cannot be used to purchase or lease a building or land. This funding may be utilized to perform minor land improvements, such as but not limited to fencing, playground surface materials, Americans with Disabilities Act (ADA) compliance, etc.

4. How many children must be served with funding from this grant?

The awarded applicants are required to serve a minimum of four children age birth through 24 months with funding from this grant. If the awarded applicant is already providing childcare, the applicant must expand their capacity to add a minimum of an additional four (4) children. Of the children added, 25% must receive subsidized child care from the Department of Social Services.

5. Who may apply for this grant?

All currently operating family child care homes or child care centers may apply for funding from this grant to either expand their current facility or start up an additional child care facility. Also, persons wishing to start up a family child care home or child care center may also apply for funding from this grant. Regardless of the type of child care program the applicant chooses to operate, any awarded applicant must meet the requirements described in the Request for Application (RFA).

6. Will child care programs that receive funding from other grants be considered for the Start Up and Expansion grant?

Yes. Programs receiving funding from other grants will be considered, however, the funding from the Start Up and Expansion grant cannot be utilized to serve the same children funded by the other grants.

7. Are the children served under this grant required to have special needs?

No. While 25% of the children served with this funding must be subsidized by the Missouri Department of Social Services, programs that provide services for children with special needs shall be given preference during the evaluation and award process.

8. Is the version of the RFA printed from the web the same version as the hard copy application?

Yes. Any applicant may print a blank application at the website.

9. When you consider the number of children currently being served, are you considering all children or just those age birth through 24 months?

All children in your care.

10. How long should you wait to add children to your child care program?

No applicant should add children to their child care program until they receive notification of award because there will be a number of applicants. The state agency cannot guarantee any applicant a grant award.

11. What is the timeline the state agency will follow for this grant?

RFA issue date: March 31, 2006

Pre-Application Conference: April 12, 2006 at 9:00 a.m.

Application due date: April 28, 2006 at 3:00 p.m.

Contract Award Notification: July 3, 2006

12. When we submit the application, is there any way to verify you have received it?

Once you have submitted your application, the next web page that displays will confirm that you have submitted your application. You will also receive an E-mail notification that your application has been accepted for submittal.

13. Once you submit an application, is there any way to make changes?

Any electronic application may be electronically accessed and revised until the application submission deadline date and time. An application that has been delivered to the state agency may be modified by a signed, written notice that has been received by the state agency prior to the application submission deadline date and time specified. An application may also be modified in person by the applicant or his/her authorized representative, provided proper identification is presented before the application submission deadline date and time. Telephone requests to modify an application shall not be honored.

14. If an applicant only completes the required fields, is their application still considered?

Yes, however, the applicant should provide as much information as possible, specifically concerning the provision of child care services for children age birth through 24 months.

15. If an applicant is a previous Start up and Expansion Grant recipient, are they eligible to apply for this grant?

Yes. However, facilities currently receiving grant funding from the agency are only eligible to apply for this funding if they are starting up a new facility in addition to the facility they are currently operating.

16. Are there limits for administrative costs?

Yes. Administrative costs cannot exceed 5% of the funding from this grant. Items considered administrative costs include but are not limited to office equipment, supplies, advertising, and salaries for staff not providing direct educational services to the children proposed to be served with this funding. Funding from this grant may be utilized to provide or supplement salaries or benefits for directors, teachers, teacher's assistants, or any other staff providing direct educational services to the children proposed to be served with this funding. In no instance shall the administrative costs paid for with this grant exceed 5%.

17. What equipment cannot be purchased with funding from this grant?

You may not purchase computers, televisions, VCR/DVD players, vehicles, meals, or snacks with funding from this grant.

18. Can this funding be used for education and training purposes?

Yes. This funding may be utilized for Education and Professional Development of staff that provide direct educational services to the children proposed to be served with this funding, to include travel-related expenses, curriculum/philosophy training, CDA training, college credit courses in early childhood, college credit courses through T.E.A.C.H., early childhood conferences, state agency required meetings, etc. Funding from this grant can be used for Professional Development activities as long as the activities are appropriate to develop the skills for those serving children age birth through 24 months.

19. Are background screenings required for this grant?

Yes. Grantees currently licensed or inspected by the Department of Health and Senior Services, Bureau of Child Care must be in compliance with rules regarding background screenings through the Family Care Safety Registry (FCSR). Grantees not currently licensed and not caring for Department of Social Services (DSS) subsidized children must submit to a background screening through FCSR prior to receiving funding. Grantees caring for four (4) or fewer DSS subsidized children prior to becoming licensed must become a registered vendor and meet the background screening requirement for registration.

20. Are there any special requirements that must be met to submit an electronic application?

The only special requirement for submitting an electronic application is the requirement of an E-mail address, which will be utilized as the applicant's User ID. Confirmation of the applicant's registration and application submittal will be sent to the E-mail address provided.

21. Do I need to worry about my internet server's spam filter when expecting an E-mail from the state agency?

In order to ensure an applicant's internet server does not interrupt communication between the state agency and applicant, the applicant should add the state agency's website address to their electronic address book. This allows the internet program to recognize the state agency as a legitimate source of information.

22. What age range of children can be served with this grant?

The awarded applicant shall serve children age birth through 24 months.

Introduction and Background

1.1 This document constitutes a request for competitive, sealed applications for the Start Up or Expansion of a child care program for children age birth through 24 months.

1.1.1 For the purpose of this document, Start Up shall be defined as an early childhood program that is a non-licensed provider that intends to become a licensed child care program that serves infants age birth through 24 months. This includes faith- and school-based organizations not currently operating a child care program that intend to become licensed.

1.1.2 For the purpose of this document, Expansion shall be defined as a licensed early childhood program that shall expand its licensed capacity for infants age birth through 24 months. This includes currently operating licensed child care programs and license-exempt School-Based Child Care Programs and Child Care Programs Operated by a Religious Organization that intend to become licensed.

1.2 The funding for this program comes from Missouri Revised Statute Chapter 313, Section 313.835, which promotes the growth and quality of early childhood care and education and school readiness for children. Missouri gaming funds, specifically riverboat entrance fees, fund the programs promoted in this statute.

1.2.1 In addition to new legislation specific to this funding, funding may be influenced by fluctuations in riverboat attendance and entrance fees.

1.3 The vision is the development of a child care system that meets the early care and educational needs for all Missouri children, a system that will promote and support high-quality early learning opportunities. The Missouri child care system should focus on quality teacher training, program accreditation, and incentives, as well as financial assistance, to ensure all children are receiving quality care and education.

1.4 The latest research on brain development shows that the care a child receives during the first five years of life impacts a child's potential for future learning.

1.5 Optimal child development and learning are dependent upon nurturing and stimulating environments. Locating and choosing the early childhood care and education programs that best serve children are important to every parent and having these programs and resources in each community is imperative. This is in the best interest of Missouri's families and children.

1.6 The purpose of this funding is to supplement or support in part a child care program. This funding will not wholly fund or sustain such programs.

1.7 The Department of Social Services' goals for this project are to:

- Support and encourage care that promotes positive brain development.
- Provide services under this legislation that lead to school readiness.
- Ensure low-income children and children with special needs have equal access to care.
- Further the recommendations outlined by the 1997 Governor's Commission on Early Childhood Care and Education. (Information regarding these recommendations may be accessed at www.dss.mo.gov/wreform/ecce.htm.)

1.8 The Department of Social Services considers each of the following types of child care programs a priority:

- Programs offering services for children with special needs. Special needs may encompass physical, emotional, or developmental needs for children.
- Programs offering services during non-traditional hours, such as extended hours of care, nighttime care, and/or weekends.
- Programs participating in the DSS or Federal Early Head Start Initiative.
- Programs addressing Family needs with additional services either on-site or via links with health care providers, literacy organizations, and welfare-to-work initiatives, etc.

1.9 To apply for this grant, the child care provider must meet the following requirements:

- Reside in Missouri and plan to operate your program in Missouri.
- Be in the process of becoming licensed or agree to become licensed within one year of award.
- Currently serve a minimum of 25% subsidized children (these are children receiving child care services funding from the Department of Social Services) if applying for Expansion.
- Provide a program that is considered full-day and full-year that supports working families.
- Have an education level of 2 or above on Missouri's Career Lattice for Early Childhood if a Child Care Center's

director and lead teacher providing services for the children proposed under this grant. (The Career Lattice can be found at www.OPENinitiative.org or by calling toll free (877)782-0185.)

- 1.10 The child care provider cannot decrease a program's current licensed capacity for any age in order to increase the licensed capacity of age-eligible children for the purpose of receiving Start Up and Expansion funding.
- 1.11 Child care providers who have previously received a Start Up and Expansion Grant award must have fulfilled obligations of such award in order to submit an application for this grant.
- 1.12 Facilities currently receiving grant funding from the agency are only eligible to apply for this funding if they are starting up a new facility in addition to the facility they are currently operating.
- 1.13 A child care provider may apply to become only one of the following:
 - Family Child Care Home –Start Up
 - Family Child Care Home – Expansion
 - Child Care Center – Start Up
 - Child Care Center – Expansion

(Facility types are defined at www.dhss.mo.gov/ChildCare/CareFacilityTypes.htm.)

- 1.14 The applicant must complete all the information required in the application. In the event the information is not completed or the applicant does not meet the requirements of this RFA, the applicant's application shall be deemed Non-Responsive and shall not be evaluated.
 - 1.14.1 Questions marked with an asterisk (*) are required fields and must be completed.
 - 1.14.2 Applicants shall know and understand that the state agency shall **not** enter into negotiations or clarifications concerning the information provided in the application for reasons other than apparent clerical errors as defined in the Terms and Conditions herein.
 - 1.14.3 All applicants deemed Non-Responsive shall receive notification from the state agency, prior to contract award, indicating the application has been rejected from consideration and the reason such action was taken.
- 1.15 Although an attempt has been made to provide accurate and up-to-date information, the State of Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this grant.

Grant Requirements

2.1 The contractor shall Start Up or Expand the applicant's child care program for the Department of Social Services, Children's Division (hereinafter referred to as the state agency) in accordance with the provisions and requirements stated herein.

2.1.1 The contractor's child care program may be either a family child care home or child care center, to include the facility types as follows:

- Family Child Care Home includes Family Child Care Home and Group Child Care Home.
- Child Care Center includes Child Care Center, School Based Child Care Programs, and Child Care Programs Operated by a Religious Organization.

2.1.2 Facility types are defined at www.dhss.mo.gov/ChildCare/CareFacilityTypes.htm.

2.2 The contractor must serve a minimum of four (4) children age birth through 24 months with funding from this grant.

2.2.1 Twenty-five percent (25%) of the children receiving child care services with funding from this grant must receive subsidized child care from the Department of Social Services.

2.2.2 Only children ages birth through 24 months can be served with funding from this grant.

2.3 The child care program must be appropriate to meet the needs of the children age birth through 24 months who will be served with funding from this grant, including the physical design of the facility, how the space is utilized, recruitment methods, and the transition of children who age out of this funding. In addition the program must set goals to meet the needs of the community and the educational needs of the children proposed to be served with this funding.

2.4 The contractor must begin providing services for children funded from this grant by no later than one (1) year from the effective date of the contract.

2.5 In the event the contractor is expanding, 25% of the children currently receiving care from the contractor must be receiving subsidized child care from the Department of Social Services.

2.6 The contractor must utilize one of the following infant/toddler curricula/philosophies. Utilization includes being fully trained and implementing the curriculum/philosophy in the child care program.

- Creative Curriculum (infant/toddler): www.teachingstrategies.com
- High/Scope (infant/toddler): www.highscope.com
- WestEd (PITC): www.wested.org
- Montessori (infant/toddler): www.montessori.edu
- Emotional Beginnings (infant/toddler): www.howtoreadyourbaby.com
- Reggio Emilia (infant/toddler): www.zerosei.comune.re.it/inter/reggiochildren.htm

2.6.1 All curriculum and/or philosophy training and materials must be provided directly by the owners of the curriculum/philosophy or their designated representative. If the contractor is not trained in the implementation and delivery of the selected curriculum and/or philosophy prior to this grant, funding from this grant may be used to obtain training and materials.

2.6.2 The contractor shall become trained and implement the curriculum/philosophy within two (2) years of the effective date of the contract.

2.7 Within two (2) years of the effective date of the contract, the owner/director of the Family Child Care Homes must, at a minimum, obtain an education level of 2 or above on Missouri's Career Lattice for Early Childhood, which can be found at www.OPENinitiative.org or by calling (877)782-0185.

2.8 The contractor shall participate in the Professional Achievement Recognition System (PARS). The contractor should contact OPEN at www.OPENinitiative.org or (877)782-0185 for additional information. Training, professional development and education shall be verified by the state agency through the Professional Achievement Recognition System.

2.9 The contractor shall become a licensed child care program within one (1) year of the effective date of the contract.

2.10 In the event the contractor is expanding, the contractor must be in good standing with Department of Health

and Senior Services, Bureau of Child Care (DHSS/BCC). The contractor must understand that licensing records may be reviewed prior to award.

2.10.1 If DHSS/BCC takes disciplinary action against the contractor, the contract shall be canceled and the contractor must repay all or a portion of the funds to the state agency. The contractor must agree to be registered with the Family Care Safety Registry. The background screening by the Family Care Safety Registry must result in no disqualifying matches or the contract will be canceled and the contractor must repay all or a portion of the funds to the state agency.

2.11 The contractor shall not decrease a program's current licensed capacity for any age in order to increase the licensed capacity of age-eligible children for the purpose of receiving Start Up and Expansion funding.

2.12 The contractor's child care program shall include strategies and methods for increasing parental involvement and family strengths, to include but not be limited to the following:

- Friendships and mutual supports with other families,
- Strengthening parenting skills within families,
- Responding to family crises,
- Linking families to services and opportunities in their community to meet the families' needs, and
- Facilitating children's social and emotional development.

2.12.1 Strengthening Families through Early Care and Education, a project by the Center for the Study of Social Policy, is an approach to improving the parental involvement in child care facilities. More information on this approach can be found at www.cssp.org/doris_duke/index.html.

2.13 The contractor, or the contractor's staff, shall report to the Child Abuse/Neglect Hotline (800)392-3738 any suspected instances of child abuse or neglect pursuant to state laws (Section 210.115 RSMo). Failure to comply with this paragraph shall be cause for suspension or immediate cancellation of the contract.

2.14 The contractor's owner must reside and the program must be operated inside the State of Missouri.

2.15 For construction purposes, the contractor shall only utilize this funding for minor remodeling to improve the quality of care and/or meet licensing or accreditation requirements. The contractor shall not use this funding to construct outside walls or a new building. In addition, the contractor shall not purchase a building or land, however, the contractor may perform minor land improvements, such as but not limited to fencing, playground surface materials, Americans with Disabilities Act (ADA) compliance, etc.

2.15.1 The contractor shall not utilize any of this funding to lease a building or land.

2.16 The contractor shall not utilize more than 5% of the funding from this grant for administrative costs including office equipment, supplies, advertising, and salaries for staff not providing direct educational services to the children proposed to be served with this funding.

2.16.1 The contractor may utilize this funding to provide or supplement salaries or benefits for directors, teachers, teachers' assistants, or any other staff who provide direct educational services to the children proposed to be served with this funding.

2.17 The contractor cannot utilize this funding to purchase materials, supplies, or equipment as follows:

- Computers
- Televisions
- VCR/DVD players
- Vehicles
- Meals or snacks

2.18 The contractor may utilize this funding for Education and Professional Development of staff that provide direct educational services to the children proposed to be served with this funding, to include travel-related expenses. Education and Professional Development may include curriculum/philosophy training, CDA training, college credit courses in Early Childhood, college credit courses through T.E.A.C.H., early childhood conferences, state agency required meetings, etc. (T.E.A.C.H. information can be found at www.mocccrrn.org.)

2.18.1 Funding from this grant can be used for Professional Development activities as long as the activities are appropriate to develop the skills for those serving children age birth through 24 months.

2.19 The contractor must agree to apply to and enroll in the Child and Adult Care Food Program (CACFP) with the Department of Health and Senior Services. Information on this program can be found at www.dhss.mo.gov/cacfp/index.html or by calling (800)733-6251.

2.20 The contractor's program must be considered full-day, full-year, and support working families.

2.21 The contractor shall pursue accreditation through an early childhood accrediting agency recognized by the Department of Social Services. Those agencies are as follows:

- National Association for the Education of Young Children (NAEYC)
- Missouri Accreditation (MOA)
- National Association for Family Child Care (NAFCC)
- National Early Childhood Program Accreditation (NECPA)
- Council on Accreditation (COA)
- Commission on Accreditation of Rehabilitation Facilities (CARF).

2.21.1 By the end of the third year of this grant, the contractor must be engaged in the self-study process for accreditation. The contractor should contact their local Accreditation Facilitation Grantee, which can be found at www.dss.mo.gov/cd/early/award/afa.htm, for assistance in becoming accredited.

2.22 The contractor shall attend two (2) meetings annually as specified by the state agency. The state agency shall notify the contractor a minimum of thirty (30) days prior to each meeting.

2.23 Contracts will be awarded for one (1) year with the possibility of being renewed for up to two (2) years. Renewal is dependent upon the contractor meeting all contractual requirements and upon appropriation of funding.

2.24 The contractor shall provide child care services for at least one (1) year after the final expiration of the contract ((one (1) year after 2nd renewal year is completed)). For example, if the final expiration date of the contract is June 30, 2006, the contractor shall provide child care services through June 30, 2007.

2.25 The contractor shall utilize and cooperate with the technical assistance provider specified by the state agency to assist the contractor in successfully operating their child care program. At a minimum, the contractor shall meet with their specified technical assistance provider one time per month, with other meetings being mutually agreed to and arranged on an as-needed basis.

2.26 The contractor should collaborate with other community agencies to facilitate and improve the care of the children in their care, to include improvement in the overall well-being of the children's families as well as an increase in their capacity to care for their child(ren) in their own homes.

2.27 The contractor shall know and understand that funding from this grant shall be utilized to supplement or support in part a child care program. The contractor must work toward sustainability within the maximum potential three (3) year contract length by securing additional funding sources. The contractor's program must include some form of parental fees as a form of program support.

2.28 The contractor shall allow reasonable and timely monitoring by state agency personnel or its designees at any time without previous notification and shall make available such records as may be requested for examination. The contractor shall participate and cooperate in such monitoring. The contractor shall require appropriate identification and/or documentation of authority of all monitoring personnel.

2.28.1 In the event of non-compliance, the contractor must either correct the non-compliance within thirty (30) calendar days of notification or develop an action plan for correction including specific steps and timetables that have been approved by the state agency within 30 calendar days of notification.

2.28.2 In the event the contractor remains non-compliant with the requirements of the contract, the state agency may terminate the contract and contractor shall return all funds paid under this grant.

2.28.3 Failure to comply with the requirements of this contract shall be deemed a material breach of the contract, and the contractor shall repay to the state agency all amounts received from this grant.

2.29 The contractor must maintain financial and accounting records and evidence pertaining to the contract in accordance with generally accepted accounting principles and other procedures specified by the state agency.

2.29.1 The contractor shall make all such records, books, and other documents relevant to the contract available at all reasonable times and in a format acceptable to the state agency and/or its designees and/or the Missouri State Auditor during the term of the contract and for five (5) years from the date of final payment on the contract or the completion of an independent audit, whichever is later. If any litigation, claim, negotiation, audit, or other actions involving the records has been started before the expiration of the retention period, the contractor shall retain such records until completion of the action and resolution of all issues which arise from it.

2.29.2 The contractor shall permit governmental auditors and/or authorized representatives of the State of Missouri to have access, for the purpose of audit or examination, to any of the contractor's books, documents, papers, and records recording receipts and disbursements of any of the funds paid to the contractor. The contractor further agrees that any audit exception noted by governmental auditors shall not be paid by the state agency and shall be the sole responsibility of the contractor, provided that the contractor may contest any such exception by any legal procedure it deems appropriate and that the state agency will pay the contractor all amounts to

which it may ultimately be held entitled to receive as a result of any such legal action.

2.29.3 On an annual basis within thirty (30) days of the end of the contract year and upon request by the state agency, the contractor must demonstrate financial and programmatic accountability by submitting the following:

- The contractor shall submit a final expenditure report, end-of-the-year report, and/or program completion report.
- The contractor shall provide the state agency with a copy of an annual audit, conducted by a Certified Public Accountant, that encompasses the services required herein. A general financial audit is acceptable if it covers a substantial portion of the contract period. The scope of the examination shall encompass financial statements and financially related contractual compliance matters.
- The contractor shall repay to the state agency all amounts received from this grant for any purchases or expenditures that are not adequately verified and fully documented by contractor's records.

2.30 On a quarterly basis and upon request by the state agency, the contractor must submit self-evaluation information, in the form of a quarterly report as provided by the state agency, summarizing the contractor's progress toward achieving the goals indicated in the contract.

2.31 On an annual basis within thirty (30) days of the end of the contract year, the contractor shall complete an end-of-the-year report, as provided by the state agency. The report should include but not be limited to the following information:

- The contractor's progress toward achieving the goals indicated in the contract,
- Identification of any changes to the original plan,
- Success of the contractor's program (e.g., increase in capacity, quality, professional development for staff, parental perception of program through questionnaire, etc.),
- Community and/or partnership involvement,
- Compliance with the requirements for developmental screening and immunizations, and
- Other areas as determined by the state agency.

2.32 In the event the state agency chooses not to renew the contract for reasons other than non-compliance, the contractor is no longer obligated to perform per the requirements of the contract.

Funding Allocations

- 3.1 Competitive grants are available for amounts varying from \$25,000 to \$100,000 for child care providers that are Starting Up or Expanding a child care program serving children age birth through 24 months.
- 3.2 The total amount of funding available statewide is projected to be approximately \$400,000.00, depending on appropriations. The state agency makes no guarantee to the amount of funding available for this grant, if any.
- 3.2.1 The total amount of funding available may be influenced by new legislation in regard to that funding and fluctuations in riverboat attendance and entrance fees.
- 3.3 After determining that an application satisfies the mandatory requirements stated in the Request for Application, The Department of Social Services, Children’s Division, Early Childhood and Prevention Services Section shall use both objective analysis and subjective judgment in conducting a comparative assessment of the application in accordance with the evaluation criteria stated below:

- Cost per child 15 points
- Budgets/Funding plan 15 points
- Experience, Reliability, and Expertise of Personnel 20 points
- Program Information 10 points
- Program Description 10 points
- Child Development Plan 15 points
- Collaboration 5 points
- Professional Development 10 points

- 3.4 Separate evaluations shall be conducted for Start Up Family Child Care Homes, Expansion Family Child Care Homes, Start Up Child Care Centers, and Expansion Child Care Centers.
- 3.4.1 Preference will be given to child care providers who meet the following:

- Registered child care provider prior to April 1, 2006 defined as a person or agency that has signed an agreement with the State of Missouri to provide care for four (4) or less unrelated children or a registered child care provider prior to April 1, 2006 defined as person or agency that has signed an agreement with the State of Missouri to provide care as a license-exempt facility.
- Child care providers in the following counties that currently show no licensed capacity for children birth through 24 months:

Atchison	Barton	Carter	Chariton	Clark
Dallas	Dent	Douglas	Gentry	Holt
Lewis	Mercer	Ozark	Ralls	Stone
Sullivan	Vernon	Worth		

- Child care providers in the following counties with high anticipated population growth as defined by The Missouri Child Care Economic Impact Report found at www.mocccrn.org.

Barry	Cass	Christian	Dallas	Lincoln
McDonald	Platte	St. Charles	Stone	Taney
Warren	Webster			

- Family child care home in which the provider’s educational level is a 2 or higher on Missouri’s Career Lattice for Early Childhood, which can be found at www.OPENinitiative.org or by calling (677) 782-0185.

- Child care providers that demonstrate sustainability by documenting funding in addition to funding received by this grant of at least 25% of the requested amount.
- Programs offering services for children with special needs. Special needs may encompass physical, emotional, or developmental needs for children.
- Programs offering services during non-traditional hours, such as extended hours of care, nighttime care, and/or weekends.
- Programs participating in the Department of Social Services or Federal Early Head Start Initiative.
- Programs addressing family needs with additional services either on-site or via links with health care providers, literacy organizations, welfare-to-work initiatives, etc.

3.5 The state agency anticipates making multiple awards, however, the state agency may award to one (1) or all categories.

3.6 The applicant shall know and understand that all information concerning the evaluation of the applications submitted in response to this RFA is considered confidential and the state agency shall not provide any information concerning the status of the evaluation or any specific application until such time as award(s) has/have been made or the RFA has been cancelled.

3.6.1 Upon such time as award(s) has/have been made or the RFA is cancelled, all applications submitted in response to the RFA and/or evaluation information shall become public information and available for viewing.

3.6.2 In the event and upon such time as an application is determined to be non-responsive, the state agency shall notify the applicant prior to contract award indicating the application has been rejected from consideration and the reason such action was taken.

3.7 Invoicing – The contractor must submit quarterly invoices to the state agency in accordance with the following:

- The contractor must submit a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted.
- The invoice will be submitted quarterly for 25% of the awarded annual total amount stated on the Pricing Page.
- The contractor shall utilize the invoice provided by the state agency upon contract award.
- Along with the invoice, the contractor must submit all required reports.

3.8 Payments – Upon approval of the quarterly invoice, the contractor shall be paid in accordance with 25% of the awarded annual total amount stated on the Pricing Page.

Contractual Requirements

4.1 Any change in the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and the state agency. The contractor expressly and explicitly understands and agrees that no other method and/or document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

4.1.1 The price quoted by the contractor shall be fixed for the contract period. The contract may not be amended to provide for increased compensation to the contractor for identical services or terminated or canceled and a new contract issued at a higher price during the same contract period specified in the original contract.

4.1.2 With written approval of the state agency, the contractor may transfer funding between program budget categories. The contractor must request such transfers from the state agency by submitting a budget revision form as provided by the state agency.

4.2 The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulation.

4.3 The contract between the state agency and the contractor shall consist of the RFA and the application submitted by the contractor. However, the state agency reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements. The contractor is cautioned that his Grant Application shall be subject to acceptance by the state agency without further clarification.

4.4 The original contract period (Year 1) shall be as stated in the Notice of Grant Award. (Year 1 contract period is anticipated to be August 1, 2006 through June 30, 2007.) The contract shall not bind or purport to bind the state agency for any contractual commitment in excess of the original contract period (Year 1). The state agency shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods or a portion thereof.

4.4.1 In the event that the state agency exercises its options, all terms, conditions, and provisions of the original contract agreement shall remain the same and apply during the extension period.

4.4.2 If the options are exercised, the contractor shall agree that the prices stated for subsequent one-year contract periods shall not exceed amounts stated for Year 2 (75% of Year 1) and Year 3 (50% of Year 1) on the Cost page of the Grant Application. Prices for Year 2 and Year 3 must be stated on the Cost page or the application will not be considered for award.

4.5 The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be employees of the state agency or the Department of Social Services. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the state agency and the Department of Social Services, its officers, agents, and employees harmless from and against any and all loss, cost (including attorney fees), and damage of any kind related to such matters.

4.6 The contractor shall agree and understand that all training programs, reports, materials, documentation, etc., that are developed or acquired by the contractor as a requirement of the contract shall become the property of the State of Missouri, which shall include all rights and interests for present and future use or sale as deemed appropriate by the state agency.

4.6.1 The State of Missouri understands and agrees that any ancillary software tools or pre-printed materials (e.g., project management software tools or training tools, etc.) developed or acquired by the contractor that may be necessary to perform a particular service required hereunder, but not required as a specific deliverable of the contract, shall remain the property of the contractor. However, the contractor shall be responsible for ensuring such tools and materials are being used in accordance with the applicable intellectual property rights and copyrights.

4.6.2 The contractor shall further agree that no reports, documentation, or material prepared, including the program(s) developed as required by the contract, shall be used or marketed by the contractor or released to the public without the prior written consent of the state agency.

4.6.3 The contractor shall agree and understand that all discussions with the contractor and information gained by the contractor as a result of the contractor's performance under the contract shall be confidential.

4.7 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the

State of Missouri and that the State of Missouri is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the State of Missouri and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein. The contractor must obtain acknowledgement from the State of Missouri prior to establishing any new subcontracting arrangements and before changing any subcontractors. The contractor should provide a copy of the original application and contract to any subcontractors for the products/services described herein.

4.8 Business Compliance – The applicant must be in compliance with the laws regarding conducting business in the State of Missouri. The applicant certifies by signing the signature page of this original document and any amendment signature page(s) that the applicant and any proposed subcontractors are presently in compliance with such laws. The applicant shall provide documentation of compliance upon request by the agency. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable)
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

4.9 Grantees currently licensed or inspected by the Department of Health and Senior Services, Bureau of Child Care must be in compliance with rules regarding background screenings through the Family Care Safety Registry (FCSR). Grantees not currently licensed or registered must become a registered vendor with the State and meet the background screening requirements for registration. Grantees must be licensed or registered prior to receiving funding under the terms of this contract.

4.10 All parties agree to comply with the 1964 Civil Rights Act, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Omnibus Reconciliation Act of 1981, as amended; the American's with Disabilities Act of 1990, as amended; and all other applicable Federal and State laws which prohibit discrimination in employment and the delivery of services on the basis of race, color, national origin, age, sex, handicap, disability or religious belief.

4.11 The contractor shall be solely responsible for any personal injury or property damage, liability, losses, costs, or expenses proximately caused by or resulting from the negligent acts or omissions of the contractor or any of its officers, employees, subcontractors, or representatives in the performance of this agreement. The State of Missouri shall be solely responsible for any personal injury or property damage, liability, losses, costs, or expenses proximately caused by or resulting from the negligent acts or omissions of the State of Missouri or any of its officers or employees in the performance of this agreement. Nothing in this agreement will be deemed to constitute a waiver of the sovereign immunity of the State of Missouri.

4.12 All contractor employees, officers, subcontractors, and representatives shall maintain and preserve the confidentiality of information and documentation as is required pursuant to State law and state agency regulations. The State of Missouri reserves the right to require that all contractor employees, officers, subcontractors, and representatives execute a separate, detailed confidentiality agreement.

4.13 The contractor acknowledges and certifies that the contractor is currently in compliance with, and shall continue to comply with, Title 31, of the United States Code, as amended, as well as all other applicable Federal and State laws and regulations addressing lobbying and political contributions.

4.14 Pursuant to Article VII, Section 6, of the Constitution of the State of Missouri, as well as all other applicable Federal and State laws and regulations, the contractor acknowledges and agrees that the money provided by the State of Missouri pursuant to this agreement shall not be used to promote or further nepotism.

4.15 Termination of this agreement may occur prior to the date agreed upon by the parties herein in the following manner:

4.15.1 In the event funds from local, State and Federal sources are not obtained and continued at an aggregate level sufficient to allow for the performance of this agreement, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

4.15.2 Either party, at any time, may, without cause and upon thirty (30) days' written notice, terminate this agreement. The contractor must repay all funds received from this grant if they choose to terminate the contract prior to the final expiration.

4.15.3 Either party, at any time, may, for cause related to adequacy of performance, terminate this

agreement immediately upon receipt of written notice. If the contract is terminated due to inadequate performance of the contractor, the contractor shall repay all funds received from this grant.

4.16 Any written notice of agreement termination shall be sent by certified mail, first class, and postage paid.

4.17 The contractor certifies, by submitting an application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Terms and Conditions Request for Application

1. **TERMINOLOGY/DEFINITIONS:** Whenever the following words and expressions appear in a Request for Application (RFA) document or any amendment thereto, the definition or meaning described below shall apply.
 - a. **Agency and/or State Agency** means the statutory unit of state government in the State of Missouri for which the equipment, supplies, and/or services are being purchased by the **Department of Social Services (DSS)**. The agency is also responsible for payment.
 - b. **Amendment** means a written, official modification to an RFA or to a contract.
 - c. **Attachment** applies to all forms which are included with an RFA to incorporate any informational data or requirements related to the performance requirements and/or specifications.
 - d. **Application Target Date and Time** and similar expressions mean the deadline required by the RFA for the receipt of applications.
 - e. **Applicant** means the person or organization that responds to an RFA by submitting an application with prices to provide the equipment, supplies, and/or services as required in the RFA document.
 - f. **Buyer** means the procurement staff member of the DSS. The **Contact Person** as referenced herein is usually the Buyer.
 - g. **Contract** means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
 - h. **Contractor** means a person or organization that is a successful applicant as a result of an RFA and that enters into a contract.
 - i. **Exhibit** applies to forms that are included with a RFA for the applicant to complete and submit with the application prior to the specified target date and time.
 - j. **Request for Application (RFA)** means the solicitation document issued by the DSS to potential applicants for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Pricing Pages, Exhibits, Attachments, and Amendments thereto.
 - k. **May** means that a certain feature, component, or action is permissible but not required.
 - l. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in an application being considered non-responsive.
 - m. **Pricing Page(s)** applies to the form(s) on which the applicant must state the price(s) applicable for the equipment, supplies, and/or services required in the RFA. The pricing pages must be completed and submitted by the applicant with the application prior to the specified application target date and time.
 - n. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature that govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing purchasing.
 - o. **Shall** has the same meaning as the word must.
 - p. **Should** means that a certain feature, component and/or action is desirable but not mandatory.
2. **APPLICABLE LAWS AND REGULATIONS**
 - a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
 - b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the DSS.
 - c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
 - d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
 - e. The exclusive venue for any legal proceeding relating to or arising out of the RFA or resulting contract shall be in the Circuit Court of Cole County, Missouri.
3. **OPEN COMPETITION/REQUEST FOR APPLICATION DOCUMENT**
 - a. It shall be the applicant's responsibility to ask questions, request changes or clarification, or otherwise advise the DSS if any language, specifications or requirements of an RFA appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFA to a single source. Any and all communication from applicants regarding specifications, requirements, competitive application process, etc., must be directed to the buyer from the DSS, unless the RFA specifically refers the applicant to another contact. Such communication should be received at

- least five (5) calendar days prior to the official application target date.
- b. Every attempt shall be made to ensure that the applicant receives an adequate and prompt response. However, in order to maintain a fair and equitable application process, all applicants will be advised, via the issuance of an amendment to the RFA, of any relevant or pertinent information related to the procurement. Therefore, applicants are advised that unless specified elsewhere in the RFA, any questions received less than five (5) calendar days prior to the RFA submission date and time may not be answered.
 - c. Applicants are cautioned that the only official position of the State of Missouri is that which is issued by the DSS in the RFA or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
 - d. The DSS monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among applicants, price-fixing by applicants, or any other anti-competitive conduct by applicants that appears to violate state and federal anti-trust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
 - e. The DSS reserves the right to officially amend or cancel an RFA after issuance.

4. PREPARATION OF APPLICATIONS

- a. Applicants **must** examine the entire RFA carefully. Failure to do so shall be at applicant's risk.
- b. Unless otherwise specifically stated in the RFA, all specifications and requirements constitute minimum requirements. All applications must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the RFA, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The applicant may offer any brand that meets or exceeds the specification for any item but must state the manufacturer's name and model number for any such brands in the application. In addition, the applicant shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Applications which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Applications lacking any indication of intent to apply with an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the RFA.
- e. In the event that the applicant is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an RFA, such an applicant may submit an application that contains a list of statutory limitations and identification of those prohibitive clauses that will be modified via a clarification conference between the DSS and the applicant, if such applicant is selected for contract award. The clarification conference will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the RFA. Any such applicant needs to include in the application a complete list of statutory references and citations for each provision of the RFA that is affected by this paragraph.
- f. All equipment and supplies offered in an application must be new, of current production, and available for marketing by the manufacturer unless the RFA clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the RFA.
- h. Prices stated in the application shall remain valid for 90 days from application target date unless otherwise indicated. If the application is accepted, prices shall be firm for the specified contract period.

5. SUBMISSION OF APPLICATIONS

- a. Applications may be submitted by a hard copy delivered to the DSS office or via electronic application. All applications must (1) be submitted by a duly authorized representative of the applicant's organization, (2) contain all information required by the RFA, and (3) be priced as required. Delivered or electronic applications should be received in the DSS office prior to the target time and date specified in the RFA.
- b. The envelope or container containing an application should be clearly marked on the outside with (1) the official RFA number and (2) the official target date and time. Different applications should not be placed in the same envelope, although copies of the same application may be placed in the same envelope.
- c. An application that has been delivered to the DSS office may be modified by a signed, written notice that has been received by the DSS prior to the official target date and time specified. An application may also be modified in person by the applicant or its authorized representative provided proper identification is presented before the official target date and time. Telephone or telegraphic requests to modify an application shall not be honored.
- d. An application that has been delivered to the DSS office may only be withdrawn by a signed, written notice or facsimile that has been received by the DSS prior to the official target date and time specified. An application may also be withdrawn in person by the applicant or its authorized representative

provided proper identification is presented before the official target date and time. Telephonic or telegraphic requests to withdraw an application shall not be honored.

- e. Applicants delivering a hard copy application to DSS must sign and return the RFA cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the applicant of all RFA terms and conditions. Failure to do so may result in rejection of the application unless the applicant's full compliance with those documents is indicated elsewhere within the applicant's response.

6. PREFERENCES

- a. In the evaluation of applications, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.
- c. In accordance with Executive Order 05-30, contractors are encouraged to utilize certified minority- and women-owned businesses in selecting subcontractors.

7. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the buyer before contract award. Upon discovering an apparent clerical error, the buyer shall contact the applicant and request clarification of the intended application. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are (1) misplacement of a decimal point and (2) obvious mistake in designation of unit.
- b. Any pricing information submitted by an applicant shall be subject to evaluation if deemed by the DSS to be in the best interest of the State of Missouri.
- c. The applicant is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the State of Missouri. However, unless otherwise specified in the RFA, pricing shall be evaluated at the maximum potential financial liability to the State of Missouri.
- d. Awards shall be made to the applicant whose application (1) complies with all mandatory specifications and requirements of the RFA and (2) is the lowest and best application, considering price, responsibility of the applicant, and all other evaluation criteria specified in the RFA and (3) complies with Sections 34.030 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all applicants fail to meet the same mandatory requirement in an RFA, DSS reserves the right, at its sole discretion, to waive that requirement for all applicants and to proceed with the evaluation. In addition, the DSS reserves the right to waive any minor irregularity or technicality found in any individual application.
- f. The DSS reserves the right to reject any and all applications.
- g. When evaluating an application, the State of Missouri reserves the right to consider relevant information and fact, whether gained from an application, from an applicant, from applicant's references, or from any other source.
- h. Any information submitted with the application, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of an application and the award of a contract.
- i. Any award of a contract shall be made by notification from the DSS to the successful applicant. The DSS reserves the right to make awards by item, group of items, or an all-or-none basis. The grouping of items awarded shall be determined by DSS based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All applications and associated documentation that were submitted on or before the official target date and time will be considered open records pursuant to Section 610.021 RSMo following the official opening of applications.
- k. Any application award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).
- l. The final determination of contract award(s) shall be made by DSS.

8. CONTRACT/PURCHASE ORDER

- a. By submitting an application, the applicant agrees to furnish any and all equipment, supplies and/or services specified in the RFA, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of (1) the RFA and any amendments thereto, (2) the contractor's response (application) to the RFA, (3) clarification of the application, if any, and (4) DSS's acceptance of the response (application) by "notice of award" or by "purchase order."
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized purchase order unless the purchase is equal to or less than \$3,000. Purchases equal to or less than \$3,000 may be processed with a purchase order at the discretion of the

state agency.

- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the DSS or by a modified purchase order prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification.

9. INVOICING AND PAYMENT

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. The statewide financial management system has been designed to capture certain receipt and payment information. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the DSS.
- d. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFA.
- e. The State of Missouri assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the state's rejection and shall be returned at the contractor's expense.
- f. All invoices for equipment, supplies, and/or services purchased by the State of Missouri shall be subject to late payment charges as provided in Section 34.055 RSMo.

10. DELIVERY

- a. Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time, if a specific time is not stated.

11. INSPECTION AND ACCEPTANCE

- a. No equipment, supplies, and/or services received by an agency of the state pursuant to a contract shall be deemed accepted until the agency has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services that do not comply with the specifications and/or requirements or that are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services that are discovered to be defective or that do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
- c. The State of Missouri reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The State of Missouri's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

12. WARRANTY

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall (1) conform to each and every specification, drawing, sample or other description that was furnished to or adopted by the DSS, (2) be fit and sufficient for the purpose expressed in the RFA, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the state's acceptance of or payment for said equipment, supplies, and/or services.

13. CONFLICT OF INTEREST

- a. Officials and employees of the state agency, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the application the contractor has no other contractual relationships that would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships that create such a conflict.

14. REMEDIES AND RIGHTS

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the State of Missouri of any existing or future right and/or remedy available by law in the event of any claim by the State of Missouri of the contractor's default~~25r~~ breach of contract.

- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the State of Missouri of all rights, title and interest in and to all causes of action that the contractor may have under the anti-trust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the State of Missouri.

15. CANCELLATION OF CONTRACT

- a. In the event of material breach of the contractual obligations by the contractor, the DSS may cancel the contract. At its sole discretion, the DSS may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than ten (10) working days from notification or, at a minimum, the contractor must provide DSS within ten (10) working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach or if circumstances demand immediate action, the DSS will issue a notice of cancellation terminating the contract immediately.
- c. If the DSS cancels the contract for breach, the DSS reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the DSS deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the state for any period in which funds have not been appropriated, and the state shall not be liable for any costs associated with termination caused by lack of appropriations.

16. COMMUNICATIONS AND NOTICES

- a. Any notice to the contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by E-mail or hand-carried and presented to an authorized employee of the contractor.

17. BANKRUPTCY OR INSOLVENCY

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the DSS immediately.
- b. Upon learning of any such actions, the DSS reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

18. INVENTIONS, PATENTS AND COPYRIGHTS

- a. The contractor shall defend, protect, and hold harmless the State of Missouri, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

19. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
 - 1. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
 - 2. The identification of a person designated to handle affirmative action;
 - 3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
 - 4. The exclusion of discrimination from all collective bargaining agreements; and
 - 5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.
- b. If discrimination by a contractor is found to exist, the DSS shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the DSS until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

20. AMERICANS WITH DISABILITIES ACT

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

21. FILING AND PAYMENT OF TAXES

- a. The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purpose of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore, applicant's failure to maintain compliance with chapter 144, RSMo may eliminate their application from consideration for award.

22. TITLES

- a. Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Check the box below to indicate your agreement to these terms and conditions. If you do not agree to these terms and conditions, you will not be allowed to register or apply for this grant.

I Agree to the Above Terms and Conditions

Applicant Name (Print)_____

Applicant Signature _____

Date _____

1) Organization Information

* indicates the field is required.

*Business Name (name that is associated with the TAX ID number for this business) OR *Owner’s Name (Enter name in both places if Business Name and Owner's Name are the same.)

*Business Name

*Owner's Name

*SSN or Tax ID Number (ex.111225555)
(number that is associated with your business for tax purposes)

*Director's Name (If different than owner's name)

*E-mail Address

*Location Address (where services are provided)

* Address Line 1

Address Line 2

* City * State **Missouri** * Zip Code

* County

* Phone (ex.(555)123-5555) Fax

*Mailing Address (where mail is received)

Mailing Address same as Location Address.

* Address Line 1

Address Line 2

* City * State * Zip Code

* County

* Phone (ex.(555)123-5555) Fax

2) Cost

*Indicate the number of licensed slots you are proposing to create with this funding:

Children birth through 24 months adding through enrollment	Maximum Amount Available for Start Up or Expansion Grant
4	\$25,000
5-8	\$50,000
9-12	\$75,000
13 and up	\$100,000

For your application to be considered for funding, a price must be quoted for each year including potential renewal years. Annual renewals are subject to annual appropriations by the General Assembly and meeting requirements of this grant. Funding requested must be declared for each potential year of the grant. Any funding requested must be for the continuation of the Start Up or Expansion program. The total price quoted for the second year shall not exceed 75% of the first year quote; the total price quoted for the third year shall not exceed 50% of the first year quote.

If you are completing this application on-line, the "Cost per Child" will be calculated automatically based on the "Amount Requested" for Year 1 that you enter and the number of licensed slots that you are proposing to create that you indicated above.

If you are completing a paper application, you must calculate the "Cost per Child" by dividing the "Amount Requested" for Year 1 by the number of licensed slots that you are proposing to create as you indicated above.

Year	Amount Requested	Cost Per Child
*Year 1 - July 1, 2006 through June 30, 2007 (Ex. 25000, maximum for 4 licensed slots)	\$	\$
*Year 2 - July 1, 2007 through June 30, 2008 (Ex. 18750, 75% of \$25000)	\$	
*Year 3 - July 1, 2008 through June 30, 2009 (Ex. 12500, 50% of \$25000)	\$	

3) Funding Budget (Year 1)

If you are completing this application on-line, the "Amount Requested" on the "Cost" page will be automatically transferred to the "Amount Requested" for Year 1" field below.

If you are completing a paper application, your must transfer the "Amount Requested" for Year 1 that you entered on the "Cost" page to the "Amount Requested for Year 1" field below. When you have completed adding items to your "Funding Budget (Year 1)", calculate the total for all of the budget items and enter the total in the "Funding Budget (Year 1) Total" field below.

The "Funding Budget (Year 1) Total" must equal the "Amount Requested" for Year 1.

Funding Budget (Year 1) Total

\$

"Amount Requested" for Year 1

\$

Provide a breakdown of the "Amount Requested" for the Funding Budget (Year 1).

Supplementation of Staff Salaries and Benefits

(Only for professional and non-professional staff that provides educational services directly to the children proposed to be served with this funding from this grant):

Item Name	Description	Unit Cost	Quantity	Total
Supplementation of Staff Salaries and Benefits Total: \$				

Minor Remodeling

(To meet licensing, accreditation or Americans with Disabilities Act (ADA) requirements, to include minor land improvements such as fencing or playground surface materials *but not including the construction of outside walls or a new building or the purchase of a new building or land*):

Item Name	Description	Unit Cost	Quantity	Total

Minor Remodeling Total: \$				

Materials, Supplies, and Equipment

(**Must not** include computers, televisions, VCR/DVD players, vehicles, meals, or snacks):

Item Name	Description	Unit Cost	Quantity	Total
Materials, Supplies, and Equipment Total: \$				

Administrative Costs, Not to Exceed 5% of the Total Annual Amount

(May include office equipment, supplies, advertising, and salaries for staff not providing direct educational services to the children proposed to be served with funding from this grant):

Item Name	Description	Unit Cost	Quantity	Total

31

Administrative Costs: \$				

Education and Training

(For staff that provides direct educational services to the children proposed to be served with this funding from this grant to include travel-related expenses, curriculum/philosophy training, CDA training, college credit courses in early childhood, college credit courses through T.E.A.C.H., early childhood conferences, state agency required meetings, etc.):

Item Name	Description	Unit Cost	Quantity	Total
Education and Training Total: \$				

Other

(Additional budget items to provide better services for the children served under this grant):

Item Name	Description	Unit Cost	Quantity	Total

Other Total:\$				

Funding Budget (Year 1) Expenses Grand Total

If you are completing this application on-line, the "Funding Budget (Year 1) Total " will be automatically calculated based on the expense items that you entered above.

If you are completing a paper application, you must calculate the total for the expenses that you entered above and enter the total above and below at "Funding Budget (Year 1) Total".

(The "Funding Budget (Year 1) Total" must equal the "Amount Requested" for Year 1.)

Funding Budget (Year 1) Total

\$

"Amount Requested" for Year 1

\$

4) Program Budget

Provide a budget of the entire child care program to include the funding from this grant. This budget should show a complete picture of the applicant's child care program including additional funding sources, additional programs, and operating expenses.

Preference will be given to child care providers who demonstrate sustainability by documenting funding in addition to funding received by this grant of at least 25% of the requested amount. For example, if you are requesting \$100,000 from this grant, you would receive preference if you can show additional funding from other sources of at least a total of \$25,000.

If you are completing an on-line application, the "Amount Requested for Year 1" that you entered on the "Cost" page will be automatically transferred to the "FY07 Start Up and Expansion Grant Amount Requested" field below. Also, as you enter program income, the total income will be automatically calculated and displayed in the "Program Funding Resources Total" and "Program Funding Resources Total" + "Amount Request" fields. The percentage of matching funds will also be automatically calculated and displayed. As you enter program expenses, subtotals for each expense category and the "Program Expenses Total" will be automatically calculated.

If you are completing a paper application, you must enter the "Amount Requested for Year 1" that you entered on the "Cost" page at "FY07 Start Up and Expansion Grant Amount Requested". You must also calculate the total for the program income (not counting funding that you are requesting from this grant) and enter the total at "Program Funding Resources Total". Then add the amount that you are requesting from this grant to the total that you entered at "Program Funding Resources Total" and enter that total at "Program Funding Resources Total" + "Amount Requested". You must calculate the percentage of matching funds by dividing the "Program Funding Resources Total" by the "FY07 Start Up and Expansion Grant Amount Requested" then multiplying that answer by 100. Then enter the final number at "Percentage of Matching Funds, if any" field. You must also make entries in the "Program Income/Expenses Comparison" section of the Program Budget. Enter the total program expenses at "Program Expenses Total". Also enter the "Program Funding Resources Total + Amount Requested" total that you entered previously in the "Program Income" section.

PROGRAM INCOME

Funding Resources - Includes this grant, parent fees, other grants, money from community partnerships, loans, subsidies, food programs, etc.):

FY07 Start Up and Expansion Grant Amount Requested:
("Amount Requested" from the "Cost" page) \$

(Funding Resources) Item Name	Description	Unit Cost	Quantity	Total

Program Funding Resources Total: \$

Program Funding Resources Total + Amount Requested: \$

Percentage of Matching Funds, if any:
 ("Program Funding Resources Total" / "FY07 Start Up and Expansion Grant Amount Requested" x 100) %

PROGRAM EXPENSES

Program expenses should be less than or equal to program funding.

If you are completing an on-line application, the total expenses will be automatically calculated and displayed at "Program Expenses Total".

If you are completing a paper application, you must calculate the total expenses and enter it at "Program Expenses Total".

Staff Salaries and Benefits

Item Name	Description	Unit Cost	Quantity	Total
Staff Salaries and Benefits Total: \$				

Minor Remodeling

Item Name	Description	Unit Cost	Quantity	Total

Minor Remodeling Total: \$				

Materials, Supplies, and Equipment

Item Name	Description	Unit Cost	Quantity	Total
Materials, Supplies, and Equipment Total: \$				

Administrative Costs

Item Name	Description	Unit Cost	Quantity	Total
Administrative Costs Total: \$				

Education and Training:

Item Name	Description	Unit Cost	Quantity	Total
Education and Training Total: \$				

Other:

Item Name	Description	Unit Cost	Quantity	Total
Other Total: \$				

Program Income/Expenses Comparison:

FY07 Start-Up and Expansion Grant Amount Requested
+ Program Funding Resources Total : \$

Program Expenses Total: \$

5) Funding Plan

Describe a funding plan that demonstrates funding from a variety of sources, including parental fees, the Child and Adult Care Food Program (CACFP), and other funding sources such as local grants, local fundraising efforts, etc. Also describe in detail how your proposed program will become self-sustaining within the maximum potential three (3) year period of this contract.

***Identify potential funding sources and describe how you will access that funding.**

***Describe your plan to become self-sustaining within the maximum three year period.** (This plan must include funding from a variety of sources, including some form of parental fee, and should address alternate plans in the event funding sources do not materialize.)

6) Program Information

The applicant must:

- Be starting up or expanding a child care facility to care for a minimum of four (4) children age birth through 24 months,
- Become licensed within one (1) year of the contract award, and
- Apply for and enroll in the Child and Adult Care Food Program (CACFP). (Information on the CACFP can be found at www.dhss.mo.gov/cacfp/index.html.)

The Department of Social Services has prioritized and shall give a preference for child care programs that meet the following requirements:

- Registered child care provider prior to April 1, 2006 defined as a person or agency that has signed an agreement with the State of Missouri to provide care for four (4) or less unrelated children or a registered child care provider prior to April 1, 2006 defined as person or agency that signed an agreement with the State of Missouri to provide care as a license exempt facility.
- Family child care home in which the provider's educational level is a 2 or higher on Missouri's Career Lattice for Early Childhood, which can be found at www.OPENinitiative.org or by calling (877)782-0185.
- Programs offering services for children with special needs. Special needs may encompass physical, emotional, or developmental needs for children.
- Programs offering services during non-traditional hours, such as extended hours of care, nighttime care, and/or weekends.
- Programs participating in the Department of Social Services or Federal Early Head Start Initiative.
- Programs addressing family needs with additional services either on site or via links with health care providers, literacy organizations, and welfare-to-work initiatives, etc.

*Indicate current facility type:

(Department of Social Services is abbreviated as DSS):

Registered Family Child Care Home caring for four (4) or less unrelated children

Family Child Care Home caring for four (4) or less unrelated children

Group Child Care Home

Licensed Family Child Care Home

License Exempt Child Care Program Operated by a Religious Organization registered with the DSS

License Exempt Child Care Program Operated by a Religious Organization NOT registered with the DSS

License Exempt School Based Child Care Program registered with the DSS

License Exempt School Based Child Care Program NOT registered with the DSS

Licensed Child Care Program Operated by a Religious Organization

Licensed School Based Child Care Program

Licensed Child Care Center

Not currently operating a facility

Other

If Other, describe below:

*Indicate the days and hours you will provide child care services:

Day of Week	From	Until
Sunday	(ex. 10AM)	(ex. 6PM)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

*Is your program currently participating in the Professional Achievement Recognition System (PARS) through OPEN?

Yes No

*Is your program accredited by an accrediting agency recognized by the Department of Social Services?

Yes No

*If Yes, check appropriate accrediting agency below:

National Association for the Education of Young Children (NAEYC)

Missouri Accreditation (MOA)

National Association for Family Child Care (NAFCC)

National Early Childhood Program Accreditation (NECPA)

Council on Accreditation (COA)

Commission on Accreditation of Rehabilitation Facilities (CARF)

*Does your program offer services for children with Special Needs? Yes No

*If Yes, describe below:

*Does your program participate in the Department of Social Services or Federal Early Head Start Program?

Yes No

*If Yes, describe below:

*Does your program address family needs with additional services either on-site or via links with or to other organizations? Yes No

*If Yes, describe below:

*Is the applicant a registered child care provider with the Department of Social Services? Yes No

*If Yes, date registration became effective (month and year):

*Check the type of program you are applying for under this grant below and then complete the questions in the section that follows that apply to the type you selected:

Family Child Care Home - Start Up

Child Care Center - Start Up

Family Child Care Home - Expansion

Child Care Center - Expansion

6) Program Information - Continued

Family Child Care Home - Start Up

You must answer the questions on this page if the type of program you are applying for is a Family Child Care Home Start Up.

Start Up Information

*If currently providing care for children:

- *What is the number of children currently served?
- *What is the number of children birth through 24 months currently served?
- *What is the anticipated licensed capacity for children birth through 24 months upon completion of licensure?
- *How many years experience do you have operating a child care program?
- *How many years experience do you have caring for children other than your own?
- *If this is an existing non-licensed program, how long has it been in operation?

Not Applicable	Less than 1 year	1 year	2 years
3 years	4 years	5 years	+ 5 years

*Have you ever been licensed in another state? Yes No

*If yes, provide the following information (all required if Yes):

- Name of State in which you were licensed:
- Name of County in which you were licensed:
- Length of licensure: years

*Have you ever owned or directed a child care facility of any type? Yes No

*If Yes, provide the following information (all required if Yes):

- Facility Name:
- City: State:
- Time Period:
 From (month and year): (ex. 02/1998)
 To (month and year): (ex. 10/2003)

*Have you or a facility you previously owned or directed received any Local, State, or Federal Grants over \$3000 in the last 3 years? Yes No

*If Yes, provide the following information (all required if Yes):

- Name of the Company or Agency from which it was received:

- Contact Person's Name:

- Dollar Amount Received: \$

- Dates Received:

From(month and year): (ex. 02/1998)

To(month and year): (ex. 10/2003)

- Reason for Grant (if not for child care):

6) Program Information - Continued

Child Care Center - Start Up

You must answer the questions on this page if the type of program you are applying for is a Child Care Center Start Up.

Start-Up Information

*** If currently providing care for children:**

*What is the number of children currently served?

*What is the number of children birth through 24 months currently served?

*What is the anticipated licensed capacity for children birth through 24 months upon completion of licensure?

*How many years has this child care center been in operation?

*How many years experience does the owner/director have operating a child care program?

*Have you ever owned or directed a child care facility of any type? Yes No

* If Yes, provide the following information (all required if Yes):

- Facility Name:
- City: State:
- Time Period:
From (month and year): (ex. 02/1998)
To (month and year): (ex. 10/2003)

*Have you or a facility you previously owned or directed received any Local, State, or Federal Grants over \$3000 in the last 3 years? Yes No

*If Yes, provide the following information (all required if Yes):

- Name of the Company or Agency from which it was received:
- Contact Person's Name:

- Dollar Amount Received: \$
- Dates Received:
 - From**(month and year): (ex. 02/1998)
 - To**(month and year): (ex. 10/2003)
- Reason for Grant (if not for child care):

6) Program Information - Continued

Family Child Care Home - Expansion
(licensed or license-exempt that intend to become licensed)

You must answer the questions on this page if the type of program you are applying for is a Family Child Care Home - Expansion.

Expansion (licensed or license-exempt that intend to become licensed)

- *Total current licensed capacity?
- *Current licensed capacity for children birth through 24 months?
- *Total number of children currently served?
- *Number of children birth through 24 months currently served?
- *Total number of subsidized children currently served (must equal a minimum of 25% of total children currently serving)?
- *Licensed capacity at completion of expansion (cannot be less than or equal to the current licensed capacity as listed above)?
- *How many years experience do you have operating a child care program?
- *How many years experience do you have caring for children other than your own?
- *If this is an existing non-licensed program, how long has it been in operation?

Not Applicable	Less than 1 year	1 year	2 years
3 years	4 years	5 years	+ 5 years

- *Have you ever been licensed in another state? Yes No
- *If yes, provide the following information (all required if Yes):

- Name of State in which you were licensed:
- Name of County in which you were licensed:
- Length of licensure: years

*Have you ever owned or directed a child care facility of any type? Yes No

*If Yes, provide the following information (all required if Yes):

- Facility Name:

- City: _____ State: _____

- Time Period:

From (month and year): (ex. 02/1998)

To (month and year): (ex. 10/2003)

*Have you or a facility you previously owned or directed received any Local, State, or Federal Grants over \$3000 in the last 3 years? Yes No

*If Yes, provide the following information (all required if Yes):

- Name of the Company or Agency from which it was received:

- Contact Person's Name:

- Dollar Amount Received:\$

- Dates Received:

From(month and year): (ex. 02/1998)

To(month and year): (ex. 10/2003)

- Reason for Grant (if not for child care):

6) Program Information - Continued

Child Care Center - Expansion (licensed or license-exempt that intend to become licensed)

You must answer the questions on this page if the type of program you are applying for is a Child Care Center Start Up.

Expansion (licensed or license-exempt that intend to become licensed)

*Total current licensed capacity?

*Current Licensed capacity for children birth through 24 months?

*Total number of children currently served?

*Number of children birth through 24 months currently served?

*Total number of subsidized children currently served (must equal a minimum of 25% of total child currently serving)?

*Licensed capacity at completion of expansion (cannot be less than or equal to the current licensed capacity as listed above)?

*How many years has this child care center been in operation?

*How many years experience does the owner/director have operating a child care program?

*Has the owner ever owned or directed a child care facility of any type?	Yes	No

*If Yes, provide the following information (all required if Yes):

- Facility Name:
- City: State:
- Time Period:
From (month and year): (ex. 02/1998)
To (month and year): (ex. 10/2003)

*Has this child care facility received any Local, State, or Federal Grants over \$3000 in the last 3 years?

Yes No

*If Yes, provide the following information (all required if Yes):

- Name of the Company or Agency from which it was received:

- Contact Person's Name:

- Dollar Amount Received: \$

- Dates Received:

From(month and year): (ex. 02/1998)

To(month and year): (ex. 10/2003)

- Reason for Grant (if not for child care):

7) Program Description

Your child care program must be appropriate to meet the needs of the children age birth through 24 months who will be served with funding from this grant. Your program description should help the state agency understand your vision for your child care program.

Your program description must include:

1. goals to meet the needs of the community and the educational needs of the children age birth through 24 months served with funding from this grant,
2. an explanation of how program growth issues, such as recruitment methods and replacement of children who age out of programming funded by this grant, will be addressed, and
3. a description of the physical design of the child care facility and classroom and how the space will be utilized within the program.

***Community Needs** - Describe your community's needs for child care programs for children age birth through 24 months. (For information or assistance you may go to www.mocccrrn.org.)

***Educational Needs** - Describe the educational needs of the children in your community age birth through 24 months. (For information or assistance you may go to www.mocccrrn.org.)

***Program Description** -Describe your program.

***Facility** - Describe the physical design of the facility and classroom and how this space will be utilized within your program. Describe your program's methods for recruitment and replacement of children who age out of programming funded by this grant.

***Program Goals** - List four (4) program goals to meet the needs of your community and the educational needs of the children to be served with this funding.

***Evaluation** - Describe how you will evaluate the above goals and the effectiveness of your child care program, to include how the data will be collected and how you will determine if your child care program is successful.

8) Child Development Plan

You must utilize one of the following infant/toddler curricula/philosophies. Utilization includes being fully trained and implementing the curriculum /philosophy in the child care program.

- Creative Curriculum (infant/toddler): www.teachingstrategies.com
- High/Scope (infant/toddler): www.highscope.com
- WestEd (PITC): www.wested.org
- Montessori (infant/toddler): www.montessori.edu
- Emotional Beginnings (infant/toddler): www.howtoreadyourbaby.com
- Reggio Emilia (infant/toddler): www.zerosei.comune.re.it/inter/reggiochildren.htm

***Indicate which of the following curricula/philosophies you are proposing to utilize in your child care program:**

Creative Curriculum

High/Scope

WestEd

Montessori

Emotional Beginning

Reggio Emilia

***Curriculum/Philosophy** - Describe how the curriculum/philosophy is/will be utilized in your program:

***Teacher and Staff Training-** Describe the level of training in the curriculum/philosophy utilized in your child care program of the teachers and staff that are/will be providing educational services to the children proposed to be served with this funding.

***Typical Daily Schedule** - Provide a daily schedule of events based on a typical day for infants and toddlers age birth through 24 months in your program:

Research tells us that children whose parents are more involved in their education and development are less likely to be abused or neglected and more likely to succeed in school. Your child care program shall include strategies and methods for increasing parental involvement and family strengths, to include but not be limited to the following:

- Friendships and mutual supports with other families,
- Strengthening parenting skills within families,
- Responding to family crises,
- Linking families to services and opportunities in their community to serve the families' needs, and
- Facilitating children's social and emotional development.

Describe your strategies and methods for increasing parental involvement, such as volunteering at your facility, parental committees, parent teacher conferences, home visits, etc., and family strengths in each of the following areas:

***1. Friendships and mutual supports with other families:**

***2. Strengthening parenting skills within families:**

***3. Responding to family crises:**

***4. Linking families to services and opportunities in their community to serve the families' needs:**

***5. Facilitating children's social and emotional development:**

***Describe in detail how you value and support parents in your program.**

***Describe your child care program's communication plan, such as committees, newsletters, parent meetings, parent-teacher conferences, etc.:**

9) Collaboration

Make a blank copy of this page to use for each collaboration you will submit. From the menu below, indicate the program that you are currently working with and describe your relationship with that program. If you are not currently working with any programs but plan to, select those you have contacted and describe how you plan to work with them. Complete information on as many as apply up to a maximum of 10.

Note: DESE - Department of Elementary and Secondary Education
DHSS - Department of Health and Senior Services
DMH - Department of Mental Health
DSS - Department of Social Services

Program:

Accreditation Facilitation Grantee
Child and Adult Care Food Program
Community Partnership/Caring Communities
(DESE) Early Childhood Special Education
(DESE) Missouri Preschool Project
(DSS) Children's Division/Family Support Division
Educare Programs
Even Start
First Steps
Head Start/Early Head Start
Local Colleges/Universities
(DHSS) Local Health Department
(DMH) Mental Health Facilities
Parents as Teachers (PAT)
Public Schools
Resource and Referral Agencies
Women Infants and Children (WIC)
Other

Contact Person (first and last name):

Contact Person's Phone Number:

Description of Collaboration: (Maximum of 1995 characters)

10) Professional Development

The grantee may utilize funding from this grant for education and professional development of staff that provide direct educational services to the children proposed to be served with this funding, to include travel-related expenses, curriculum/philosophy training, CDA training, college credit courses in early childhood, college credit courses through T.E. A.C.H., early childhood conferences, state agency required meetings, etc. Funding from this grant may be used for professional development activities as long as the activities are appropriate to develop the skills for those serving children age birth through 24 months.

***Professional Development Required by Grant** - Describe a plan for the professional development required by this grant. Include activities that support your curriculum, such as educational courses, training, workshops, conferences, and grant-required education levels.

***Professional Development Beyond Grant Requirements** - Describe a plan for continuous professional development beyond the requirements of this grant.

11) Implementation Timeline

Check the appropriate box for each individual activity, indicating the timeframe in which you believe the activity listed will be completed. You must address all of the activities listed below. If these do not apply to your program, please select N/A.

If you wish to add other activities, enter a short description of the activity in an empty "Other" field and then select the appropriate time frame.

Activity	Timeframe in Months		
*Application for license	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Licensing Specialist visit	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Fire safety inspection	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Hire staff	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Begin recruitment	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Begin enrollment	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Meet with parents	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Begin serving children	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Receive license	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*License revision request	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	

*Begin serving added children	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
*Receive new license	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
Other	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
Other	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
Other	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
Other	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	
Other	N/A	0-3 Months	3-6 Months
	6-9 Months	9-12 Months	

12) Personnel Expertise

Information in this section will help the reviewer understand the expertise of the Personnel proposed by the applicant to provide child care services for children age birth through 24 months.

Provide detailed information related to the expertise and qualifications, including education and training, of all personnel proposed to provide services to the children funded with this grant. The expertise of all staff working with the children funded through this grant must be described here. (The applicant is reminded that a child care center's director and lead teacher providing services for the children proposed under this grant must, at a minimum, have an educational level of 2 or above on Missouri's Career Lattice for Early Childhood, which can be found at www.OPENinitiative.org or by calling 877-782-0185.)

If you are completing an on-line application, the name(s) of the individual(s) for whom you enter information will display in a list above once you have saved that information.

To change any of the information you have entered for a particular individual, select the person's name from the list and you will be taken to an Update page. Make changes as necessary and save your changes. To delete information, click on the trashcan symbol beside the name and you will be taken to the "Delete" page. To remove the entry, select the "Delete" button.

If you are completing a paper application, you must complete a "Personnel Expertise" form for each individual who is/will be providing services to the children funded with this grant.

(Entry of at least one person and information requested for that person is required. Make a blank copy of this sheet to fill out for each person you are going to submit information on.)

*Name: (ex. first last)

*Title: Owner Director Lead Teacher Teacher Assistant Other

If Other, specify:

*Education Level as defined by Missouri's Career Lattice for Early Childhood:

- Level 1 GED - General Education Diploma
- Level 1 High School Diploma
- Level 1 High School Vocational Certificate in Early Childhood Care & Education
- Level 2 PCD - One Year Certificate of Proficiency in Child Development or Child Care
- Level 2 CDA - Child Development Associate
- Level 3 Two Year Associate Degree in Child Care/Education
- Level 3 Two Year Associate Degree - Other
- Level 4 Four Year College Degree in Child Development
- Level 4 Four Year College Degree - Other
- Level 5 Masters Degree in Child Development or Related Field
- Level 5 Masters Degree - Other
- Level 5 Ph.D. in Child Development or Related Field
- Level 5 Ph.D. - Other

Other

If Other, specify: _____

Background & Expertise

*Years of experience in the Early Childhood field:

*Years providing care for children age birth through 24 months:

*Describe the proposed person's background, expertise and training in the applicant's chosen curriculum/philosophy:
(Maximum 1995 characters)

13) Proposed Personnel Expertise

If your program requires hiring additional staff, provide a specific description of the required qualifications for each additional position. Use a different title for each position.

Describe the expertise of any proposed personnel that will work with the children funded by this grant. Qualifications of the proposed personnel will be subjectively evaluated. Therefore, you must provide detailed information related to the experience and qualifications, including education and training, of the proposed personnel.

If you are completing an on-line application, the title(s) of the position(s) for which you enter information will display in a list above once you have saved that information.

To make changes to any information that has already been saved, select the appropriate proposed position title from the list at the top of the page, and information previously entered for this position will be displayed. Update the information as necessary and save your changes. To delete a proposed position, click on the trashcan symbol beside the position title and you will be taken to a delete page. To permanently remove the entry, select the 'Delete' button.

If you are completing a paper application, you must complete a "Proposed Personnel Expertise" form for each position you intend to add to your program that will be funded by this grant.

*Title: Owner Director Lead Teacher Teacher Assistant Other

If Other, specify:

*Education Level as defined by Missouri’s Career Lattice for Early Childhood:

- Level 1 GED - General Education Diploma
- Level 1 High School Diploma
- Level 1 High School Vocational Certificate in Early Childhood Care & Education
- Level 2 PCD - One Year Certificate of Proficiency in Child Development or Child Care
- Level 2 CDA - Child Development Associate
- Level 3 Two Year Associate Degree in Child Care/Education
- Level 3 Two Year Associate Degree - Other
- Level 4 Four Year College Degree in Child Development
- Level 4 Four Year College Degree - Other
- Level 5 Masters Degree in Child Development or Related Field
- Level 5 Masters Degree - Other
- Level 5 Ph.D. in Child Development or Related Field
- Level 5 Ph.D. - Other
- Other

If Other, specify: _____

***Background & Expertise**

*Years of experience in the Early Childhood field:

*Years providing care for children age birth through 24 months:

*Job Description
(Maximum 1995 characters)

14) Submit

It is the responsibility of the applicant to review their application thoroughly to ensure that it is complete and provides the information necessary for the evaluation of the application.

Review the checklist below to determine whether your application is complete and correct. Although an attempt has been made to provide a complete checklist, the state agency does not warrant or represent that the application completion checklist provided herein reflects all completion and responsive requirements or existing conditions related to this grant.

- All required fields completed.
- Application submitted by April 28, 2006 at 3:00 p.m.
- Applicant's program designed to provide services for children age birth through 24 months.
- Applicant resides in Missouri and will operate child care program in Missouri.
- Applicant agrees to become licensed and begin providing child care services within one year of the contract award.
- Applicant agrees that 25% of the children served with funding from this grant will be subsidized by the Department of Social Services.
- Expansion applicant agrees that 25% of the children currently served are subsidized by the Department of Social Services.
- Applicant's program is full-day and full-year.
- Applicant meets the educational requirements of the RFA of child care center or agrees to meet the requirements as specified in the RFA.
- Applicant agrees to utilize the required curriculum/philosophy as part of their child care program.
- Applicant agrees to participate in PARS.
- Applicant agrees to pursue accreditation.
- Applicant has indicated a price for all potential years of the grant.
- Applicant's prices are within the guidelines provided on the pricing page.
- Applicant's Funding Budget (Year 1) equals the Amount Requested for Year 1 on the Pricing Page and is in accordance with the requirements specified in the RFA.
- Applicant agrees to become a registered vendor with the Department of Social Services.
- Expansion applicants are in good standing with the Department of Health and Senior Services, Bureau of Child Care.
- Applicant agrees to enroll in the Child and Adult Care Food Program with the Department of Health and Senior Services.
- Applicant agrees to maintain financial and accounting records and evidence pertaining to the contract.